



SOLICITATION NUMBER: CCN1/2023

ISSUANCE DATE: 6/13/2023

CLOSING DATE/TIME: 7/13/2023

SUBJECT: *Solicitation for Cooperating Country National (CCN) Personal Service Contractor*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1 of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment I.

Sincerely,

Shelby P. Hunt
Contracting Office

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: CCN1/2023
2. ISSUANCE DATE: 6/13/2023
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 7/13/2023 at 4:30 pm Cairo time.
4. POINT OF CONTACT: USAID Human Resources Office, email at usaidhr@usaid.gov
5. POSITION TITLE: Health Office Director – Health Office
6. MARKET VALUE: \$117,518 – \$152,771. This is the gross annual salary before deducting taxes, and is equivalent to GS-15.
7. PERIOD OF PERFORMANCE: One year with option to renew estimated to start in Jan 2024. “The base period will be from the estimated start date till December 31, 2024”. Based on Agency need, the Contracting Officer may exercise (an) additional option period(s) for 4 additional years for the date(s) estimated as follows:

Base Period	January 2024 – December 31, 2024
Option Period 1:	January 1, 2025 – December 31, 2025
Option Period 2:	January 1, 2026 – December 31, 2026
Option Period 3:	January 1, 2027 – December 31, 2027
Option Period 4:	January 1, 2028 – December 31, 2028

8. PLACE OF PERFORMANCE: Cairo, Egypt, with possible travel as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS: Egyptians only.
10. SECURITY LEVEL REQUIRED: Employment Authorization

II. STATEMENT OF DUTIES

1. Position Overview

BASIC FUNCTION OF POSITION

USAID/Egypt manages a complex development program in one of the most demanding environments in the world. For over four decades, the American people have partnered with the people of Egypt to promote an environment where all groups in Egyptian society, including women and minorities, can lead healthy, productive lives. USAID's program in Egypt, totaling over \$30 billion since 1978, has directly and fundamentally supported gains such as a reduction in infant and maternal mortality rates, improvement in reading ability in the early grades, and an increase in marketable skills - leading to jobs and lasting prosperity in Egypt. The program is of the highest strategic importance to the U.S. Government (USG) and USAID, and public understanding of the program's accomplishments is critical to its success.

The USAID/Egypt Health Office manages USAID/Egypt's investments in family planning and reproductive health, COVID-19, and Global Health Security. The purpose of USAID's assistance to the health sector in Egypt is to increase access to and the quality of voluntary family planning services, strengthen health systems,

address COVID-19, and reinforce Egypt’s capacity to prevent, detect, and respond to and minimize threats posed by emerging infectious diseases. The Office manages two (2) family planning activities, three COVID-19 activities, and one survey activity, a total portfolio that is currently valued at approximately \$93 million and growing.

The Health Office Director is responsible for strategic management of the health portfolio and leads the program design, implementation, and monitoring and evaluation of the health activities. S/he collaborates with the Ministry of Health and Population, the Ministry of Social Solidarity, development partners, and other key stakeholders at the highest levels and provides expert technical health advice. S/he also works closely with the United States Government (USG) Interagency and USAID Headquarters staff on health issues. The Health Office Director provides technical leadership for the health portfolio and supervises five (5) senior team members and provides oversight for the rest of the ten (10) person team.

MAJOR DUTIES AND RESPONSIBILITIES	100% OF TIME
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The Health Office Director serves as the senior advisor to the Front Office, interagency, and Mission staff with full responsibility for providing technical leadership, guidance and support and will have duties and responsibilities across a range of areas including:

Management and Supervision

- Leads the Health Office, which includes direct supervision for five (5) senior team members in two programmatic areas (Family Planning and Global Health Security).
- Sets staff annual work objectives; conducts staff performance evaluations; reviews and revises position descriptions; manages staffing issues and determines staff assignments; rewards staff; and develops and manages staff training plans.
- Mentors, coaches, and supervises the Health Office in strategy development, activity design, and activity implementation.
- Serves on the Mission’s Senior Staff and makes recommendations for Mission personnel policies, staffing, and morale.
- Identifies gaps in staff knowledge and opportunities for advancing empowerment, professional development, and leadership at all levels.
- Models and promotes a respectful, inclusive, and safe work environment. Promotes diversity, equity, inclusion, and accessibility (DEIA) principles for USAID colleagues and external partners.

Technical Leadership

- Leads technical programming of health activities, including reproductive health and family planning; infectious diseases, including COVID-19; health systems strengthening; and Global Health Security.
- Ensures implementation of all health activities based on USAID guidelines and best practices to achieve results.
- Provides high-level technical guidance to the office, implementing partners, and Government of Egypt on Monitoring, Evaluation, and Learning concepts, processes, design, training, and best practices in the health sector. Supports AOR/CORs in monitoring and evaluating activities across the health portfolio.
- Leads staff through procurement actions in collaboration with the Office of Acquisition and Assistance, the Office of Financial Management, and the Program Office as per Agency guidance.
- Leads coordination between USAID health implementing partners and other technical offices.
- Ensures that activities comply with Congressional requirements for family planning.
- Provides technical direction for the Health Office to modify current activities and/or generate new designs which align with Agency guidelines and program priorities.

Strategic Leadership

- Provides expert technical advice on health programming, strategy, policy, and data surveys to the USAID Mission, U.S. government interagency, and Government of Egypt.

- Identifies opportunities for working with new partners, including private sector entities and local organizations, to expand health service delivery channels.
- Formulates the Mission's Country Development Cooperation Strategy and Performance Management Plan for the health sector. Identifies areas of integration with other technical offices.
- Identifies short and long-range achievable, sustainable strategies and leads the development of USAID Mission strategic plan, results analysis, resource requests, and other strategic planning and reporting documentation for health.
- Leads staff in communicating USAID's successes and stories in the health sector to diverse audiences, such as through factsheets and social media posts highlighting lessons learned, achievements, and results.
- Leads all reporting processes for the Health Office.

External Coordination

- Leads USAID's coordination, collaboration, strategic advice, negotiations, and joint planning with the Ministry of Health and Population and the Ministry of Social Solidarity.
- Builds relationships with senior Government of Egypt leaders to represent, advocate for, and problem solve solutions for the U.S. government's health programs.
- Represents USAID on the interagency Global Health Security team. Leads coordination with other U.S. government agencies working in the health sector.
- Liaises with USAID's Bureau for Global Health on budgeting, technical direction, and country strategy.
- Represents USAID/Egypt at technical meetings, implementing partner meetings, seminars, conferences, and public events on health.
- Leads donor relationships in the health sector on behalf of USAID.

POSITION ELEMENTS

Supervisory Relationship: The Office Director will work under the general supervision of the Deputy Mission Director. The Contractor is expected to work with a high degree of independence, and be considered an expert, consulted by specialists and senior managers. The job holder must be able to establish priorities, set, adhere, and engender compliance from other staff on deadlines. The jobholder independently plans, designs, and performs duties, with the work results being considered technically authoritative and normally accepted without change.

Supervisory Controls: The Office Director will exercise overall supervisory responsibility for the Health Office and directly supervise five (5) senior team members. To empower staff, s/he will be required to mentor and provide on-the-job training to improve team performance in addition to conducting annual performance reviews of direct reports. S/he would have the responsibility to establish work objectives and/or performance targets for all supervised employees and/or units.

Guidelines: Because of the scope of activities, there is a wide variety of regulations that cover the various elements, including the Federal Acquisition Regulation (FAR), A.I.D. Acquisition Regulation (AIDAR), Automated Directives System (ADS), Acquisition and Assistance Policy Directives (AAPD), Office of Procurement Acquisition Memorandum (OPAMS), U.S. Department of State Standardized Regulations, Federal Travel Regulations, Office of Management and Budget (OMB), Mission Orders, Results Package and Project Papers, Mission Strategy, program evaluations and program reports. As the Office Director is the technical authority in the development and interpretation of guidelines as related to health programs, s/he must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing their applications.

Complexity: Given the duties and responsibilities of the position, there is a heavy emphasis on interagency collaboration, office leadership and providing vision and strategy. Once general assignments are set, the

Office Director is required to exercise extensive, independent judgment in planning and carrying out tasks, including the specific approach to be taken, the resolution of problems and conflicts, and the meeting of deadlines. This position will finalize many different tasks and processes, and the job holder will be involved in activities requiring advanced interpretation and evaluation of data. The program remains in a state of constant change, with new requirements regularly evolving.

A high level of judgment and initiative is necessary in providing technical leadership and guidance to USAID employees, U.S. Embassy staff, senior leadership from the Government of Egypt, and current and potential implementing partners. This includes exercising judgment on sensitive issues of political significance to U.S. and Egyptian stakeholders and contact with employees and Egyptian government officials on procurement-sensitive matters, requiring tact, patience, discretion, and strong customer-service skills. The job holder must be able to work under pressure and frequently changing contexts and priorities.

Scope and effect of the work performed: As a USAID/Egypt Office Director, the jobholder's recommendations will be given substantial weight in final mission decisions relating to the health program. It is essential for the jobholder to demonstrate strong technical and management skills, complemented by outstanding communication and interpersonal skills. The jobholder will be delegated authority related to specific health activities but may not commit USG resources.

Level and purpose of contacts: As the Office Director, s/he will provide recommendations to the Front Office on policies, strategies, and programs to advance health priorities. The jobholder will represent USAID at interagency meetings, high-level Government of Egypt meetings with Ministers and Deputy Ministers, donor coordination meetings, and conferences. The jobholder provides briefings on the health portfolio to the Front Office, Ambassador, and other key USG stakeholders. The jobholder leads frequent contact with counterparts in USAID/Washington and the Bureau for Global Health to align agency priorities and technical programming. The Office Director maintains frequent and substantive Government of Egypt contacts at two ministries, including Ministers and Deputy Ministers, to ensure that USAID health programs respond to GOE priorities and advance shared development goals. The Office Director meets regularly with ministers and their advisors to build trust, negotiate and strategize, advocate for USAID programs, and resolve issues. The Office Director also maintains contacts with senior leaders, implementing partners, donors, and the private sector to strengthen USAID/Egypt investments.

Physical Demands: The work is primarily sedentary and is that of a professional office setting. Some travel may be required for coordination, training, or support of on-going operations.

2. **Supervisory Relationship:** The Office Director will work under the general supervision of the Deputy Mission Director.
3. **Supervisory Controls:** The Office Director will exercise overall supervisory responsibility for the Health Office and directly supervise five (5) senior team members.

III. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those who meet the required criteria will be moved forward in the recruitment process.

Education: Doctor of Medicine (MD) Degree received from a recognized university in the U.S., Puerto Rico, or Western European equivalent is required.

Prior Work Experience: A minimum of fifteen (15) years of progressively responsible professional experience in public health. At least five years of experience managing teams and ten years of experience managing the technical implementation of health projects; coordination within and outside USG, especially building relationships with the public and private sectors, host country nationals, bilateral and multilateral donors and/or NGOs are required.

Language Proficiency: Level IV English reading, writing, and speaking and Level IV Arabic reading, writing, and speaking are required.

IV. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Education: Doctor of Medicine (MD) Degree received from a recognized university in the U.S., Puerto Rico, or Western European equivalent is required.

Prior Work Experience: A minimum of fifteen (15) years of progressively responsible professional experience in public health. At least five years of experience managing teams and ten years of experience managing the technical implementation of health projects; coordination within and outside USG, especially building relationships with the public and private sectors, host country nationals, bilateral and multilateral donors and/or NGOs are required.

Language Proficiency: Level IV English reading, writing, and speaking and Level IV Arabic reading, writing, and speaking are required.

Job Knowledge: Professional knowledge of a broad range of public health and health service delivery issues, program implementation, and monitoring and evaluation. Thorough knowledge and understanding of the economic, political, social, and cultural characteristics of Egypt development challenges and opportunities in the health sector.

Skills and Abilities: The jobholder must have:

- Strong leadership, management, and supervision skills with demonstrated commitment to coaching, mentoring team building, and professional development.
- Ability to conceptualize, manage, and evaluate five-year strategies and high-visibility and sensitive activities.
- Proven ability to work independently with minimal supervision in managing a team.
- Strong technical, analytical, and quantitative skills in public health and program management.
- Ability to work across diverse technical teams with sensitivity, creativity, and resourcefulness.
- Ability to establish and maintain an extensive range of contacts with senior-level officials in the Government of Egypt, the State Department, donor organizations, and the private sector.
- Excellent tact and diplomacy to explain, influence, and persuade senior USAID, interagency, Government of Egypt, and donor officials on education policies and strategies.
- Excellent analytical, writing and presentation skills.
- Understanding and ability to promote a respectful, inclusive, and safe work environment for all stakeholders.

Selection Factors	Scoring Percentage
Education/academic requirement	10%
Experience	20%
Language Proficiency	20%
Knowledge	20%
Skills & Abilities	30%
TOTAL	100%

* As per details reflected under Qualifications above.

V. **SUBMITTING AN OFFER**

1. Eligible Offerors are required to submit the following to the USAID Human Resources Office email at usaidhr@usaid.gov no later than COB of the vacancy deadline noted above:
 - a. Submit and attach a cover letter detailing how the offeror is qualified for the position.
 - b. Submit an up-to-date Resume/CV that includes the month, year, and company name of employment for all paid and unpaid employment activities. If a company name and/or work date is not stated clearly, the experience will not be considered.
 - c. Submit the names of all family members working in the U.S. government and/or USAID Mission.
 - d. List the vacancy number in the email subject line.

Please note that:

- The USAID HR Office will disregard any submissions not quoting the vacancy number in the email subject line and/or exceeding five pages and/or those received after the deadline.
 - The Resume/CV should not exceed three pages and the cover letter should not exceed two pages.
 - Submissions made in any way other than the indicated clearly in the solicitation will be disregarded.
2. Offers must be received by the closing date and time specified in Section I, Item 3 (Closing Date), and submitted to the Point of Contact in Section I, Item 4 (Point of Contact).
 3. Submissions must clearly reference the solicitation number on all offeror submitted documents.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this timeframe. Please note, due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status update. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. government service may receive salary adjustments at the grade level of the position, to match the highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

Employees new to a position must serve in the new position for a minimum of 6 (six) months before they can be considered eligible for another position within the USAID Mission, and this includes moves between agencies. The Mission mandatory retirement age is 60 years.

It is the U.S. government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap, or gender.

VI. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award.
2. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

I. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. Health Insurance Services.
2. Life/accident/disability insurance.

II. TAXES

FSN employees of the mission became liable for payment of income taxes on their salaries with the implementation of the new tax law effective July 1st, 2005. Payment of taxes is on a biweekly basis.

III. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix J, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY(C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD	\$ _TBD at Award

2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD	\$ _TBD at Award
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD	\$ _TBD at Award
4001	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD	\$ _TBD

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.
5. PSC Ombudsman. The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCombudsman@usaid.gov.